

# How do I update or add a Default Administrator?

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Default Administrators are selected at the school level. These individuals will receive most minor User Violations for students within the school. \*First Warning Notifications will not be received by the Default Administrator. Notifications are sent to the Default Administrator's Gaggle email address, so it is recommended to forward these to a personal address as well, if desired.

Follow the instructions below to update a Default Administrator for a school:

## *Updating the Default Administrator for a school*

1. Log in to your Gaggle account at <https://apps.gaggle.net>.
2. Select the Admin tab, located at the top of the interface.
3. Choose School List in the left panel, then select a school on the main display.
4. Select an individual in the Default Administrator field, and select Save in the top toolbar. This individual will now receive User Violation notices for students in this school.

No labels